

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 4, 2007

MEMORANDUM**What's Inside:**

Introduces the Foster Family Profile and explains the utilization of the profile for placements.

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: FOSTER FAMILY PROFILE

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to introduce the Foster Family Profile into policy, which was briefly discussed in Children's Division memorandum CD06-77. The Foster Family Profile was first introduced in the Code of State Regulations. The profile will provide the Family Support Team (FST) with a more comprehensive picture of the foster family, allowing for a better matching process when determining placement for foster youth. These policy changes will bring the Child Welfare Manual in compliance with 13 CSR 35-60.030. The Foster Family Profile cover letter (CD-55) is now available to provide the potential resource provider with an explanation of the purpose of the Foster Family Profile (CD-56). Having the Foster Family Profile available to the Children's Service Worker (CSW) and the FST will enable them to utilize the form when making placement decisions that are in the best interest of the child.

Existing Resource Providers

Existing resource providers are to complete the Foster Family Profile at the time of license renewal. The CSW is to provide the resource provider with the Foster Family Profile cover letter (CD-55) and the Foster Family Profile (CD-56) for completion during this time. Resource providers are to return the form to their local licensing worker within no more than ten business days. The profile should then be updated by the foster parents as needed with subsequent household changes.

New Resource Providers

At the first in-home family consultation meeting the CSW should provide the applicant with the Foster Family Profile cover letter (CD-55) and the Foster Family Profile (CD-56) for completion. The applicant is to return the completed CD-56 to the local licensing worker within 10 business days. **The CD-56 is required as a part of concluding the**

home study process and is to be received prior to scheduling the last in-home consultation.

The completed CD-56 and a photograph of the resource provider's family are to be under separate cover sheet (to be developed locally) and placed in the front of the resource provider's record.

Utilization of the Foster Family Profile

The CSW should assess and review the Foster Family Profiles of potential resource providers as a part of the process of selecting a placement for the child. When the CSW is meeting with the FST to discuss placement changes for a child, the Foster Family Profiles of possible resource providers are to be available for the FST to review. The FST is to utilize the information in the profiles in making its determination and selection of a placement for a child or sibling group. A thorough review of potential resource providers will assist the FST in selecting an appropriate placement that can meet the needs and serve in the best interest of the child.

Documentation and Maintenance

The CSW should document in the initial recording that the applicant was provided and given a brief overview of the Foster Family cover letter (CD-55), and the Foster Family Profile (CD-56). In regards to subsequent recordings, the CSW should document discussions regarding the Foster Family Profile.

The CD-56 is to be updated when there are changes in the household composition that impact the information gathered on the form. The most recent CD-56 with a recent photograph of the family attached is to be kept in the front of the Resource Provider record. The obsolete CD-56 should be placed in the Family Assessment Section of the resource provider record, with a notation on the front page of the profile identifying it as obsolete.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

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PROGRAM MANAGER:

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CHILD WELFARE MANUAL REVISIONS:

Section 4 Chapter 4.1 [Definitions And Purpose](#)

Section 4 Chapter 7.2 [Family Support Team Meeting](#)

Section 5 Chapter 1.6.5 [Foster Family Profile](#)

Section 6 Chapter 1.2 [Recruitment Plan](#)

Section 6 Chapter 2.2 [Working with Prospective Foster/Adoptive Parents](#)

Section 6 Chapter 3.1 [Foster/Kinship Family Assessment](#)

<p>Section 6 Chapter 3 Attachment A: Guide For Conducting Foster/Kinship Family Assessments</p> <p>Section 6 Chapter 3 Attachment C: Foster/Kinship Family Assessment Recording</p> <p>Section 6 Chapter 3 Attachment D: Guide For Conducting Renewal Assessment</p> <p>Section 6 Chapter 3 Attachment M: Children's Service Worker</p>
<p>FORMS AND INSTRUCTIONS:</p> <p>CD-55 Foster Family Profile Cover Letter</p> <p>CD-56 Foster Family Profile</p>
<p>REFERENCE DOCUMENTS and RESOURCES:</p> <p>CD06-77</p> <p>Foster Family Profile Flow Chart</p>
<p>RELATED STATUTE:</p> <p>N/A</p>
<p>ADMINISTRATIVE RULE:</p> <p>13 CSR. 35-60.030.</p>
<p>COUNCIL ON ACCREDITATION (COA) STANDARDS:</p> <p>N/A</p>
<p>PROGRAM IMPROVEMENT PLAN (PIP):</p> <p>N/A</p>
<p>SACWIS REQUIREMENTS:</p> <p>N/A</p>

PN/CD